



March 2003

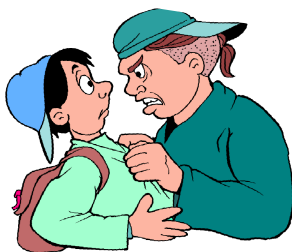
# FrontLine Employee

A newsletter from the Employee Advisory Service (EAS)

Call EAS: Olympia (360) 753-3260 Seattle (206) 281-6315 Spokane (509) 482-3686

Web: <http://hr.dop.wa.gov/eas.html>

## Bullying: Back to Basics?



**Recently, national** attention has focused on the age-old problem of children and bullying. Research shows that only 4% of playground bullying incidents on a typical day include adult intervention. The most successful intervention, according to national author, consultant, and school guidance counselor Stan Davis, is "Clear expectations combined with swift and severe consequences for the child who bullies. With anxiety from consequences in place, add immediate education and counseling to teach the child to get his or her needs met in more effective ways." According to Davis, a comprehensive approach to the problem will work. *What doesn't work:* informal counseling including serious talks, requests to apologize, asking why, pleading, and expressions of frustration by adults.

## Intimacy Power

**When was the last** time you really practiced vulnerability to get more bonding power in your relationship? Discover something new by taking turns answering these questions with someone you really care about:

*I am most content when\_\_\_ My hopes and dreams for the future are\_\_\_ I like myself most when\_\_\_ I like myself least when\_\_\_ My greatest fear is\_\_\_ I feel disappointed when\_\_\_ People think I am\_\_\_ I value most\_\_\_ One negative trait about myself is\_\_\_ One positive trait about myself is\_\_\_.*

Practicing communication and openness is one way to enhance a relationship. For more, contact EAS.

## Eldercare Needs Everywhere

**Q. My father,**

who is 84, is having memory difficulty. I'm concerned that this is indicative of other

problems. Can EAS assist me in finding someone who can conduct an evaluation? He lives far away.



**A. Yes, EAS can assist** you with finding a

source of help. Although your father does not live with you, you are facing the problem of finding services. This makes it appropriate for your Employee Assistance Program to help you. Eldercare issues faced by adult children are increasing dramatically. EAS is ready to help you seek options.



## I Can't SLEEP!

**If you use alcohol** to help yourself fall asleep at night, you may be wondering why you regularly wake up several hours later, restless and unable to slumber. Alcohol does sedates your nervous system; however, once this effect wears off, you awaken because your nervous system is irritated. Your body is experiencing a type of withdrawal reaction. Taking another drink only makes the problem worse and can interrupt your brain's ability to dream effectively. Feeling chronically tired is the result.

# Uterior Motives Hidden Meanings



**Do you think you have an** uncanny ability to know the ulterior motives and hidden meanings in your co-workers' otherwise benign behaviors and statements? This perceived ability (frequently a symptom of a problematic coworker relationship) results from ongoing conflict. As a result, employees attach imagined (usually negative) meanings to behaviors or statements that validate the conflict.

**This pattern can** be difficult to stop because it reinforces itself in a continuing cycle. Your first step is to sit down with your coworker and acknowledge the pattern. Next, start using a communication skill called "checking." Checking seeks a more productive relationship by asking for clarification about the further meaning of any statement or behavior in order to eliminate any misinterpretation. The focus is on keeping the relationship healthy.

## Putting Off... Procrastination



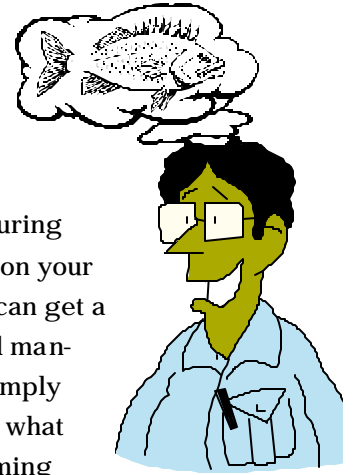
**Procrastination is part** of human nature, but if you were among those scrambling to get your taxes done on April 15th, you might want to feel a little less human.

**If you're trying to stop procrastinating, the goal** is to act sooner. Here's a technique that can work:

1) Get two 3"x 5" cards. 2) Identify the task and the steps required to complete it. 3) Write for five minutes non-stop, recording any negative or painful consequences of not acting now. Talk while you write. 4) Then, using the same five minute process, record positive or pleasant results of acting now. 5) Take the first step before you lose the feeling of urgency you just created.

## Fun Is Coming

**Remember the lift** you had during the week just before you went on your last vacation? Here's how you can get a little bit of that every week and manage stress more effectively. Simply decide by Tuesday each week what you'll do for fun during the coming weekend. Even something small, such as knowing that you are going to a movie with a friend, can create an object for distraction. Your mind will automatically shift its focus to this image at your most stressful moments. This relieves stress. What are you looking forward to?



## Teaming With Your Supervisor



**Here are some tips** that might fix a bump in the road before it becomes a pothole.

**1. Keep track** of your successes. Like most people, supervisors can't remember everything. Offer a list of accomplishments for your supervisor to consider a month before your evaluation. This improves the chances you will get credit for your work and not feel resentment for successes overlooked.

**2. Don't be a stranger** to your supervisor. Stay out in front, making a point to involve yourself in work while discovering what your supervisor values most.

**3. Ask for feedback** if you don't get it. Sure, it's tough to ask what he or she thinks of your work, but notice your attitude when the feedback is positive. Don't treat a supervisor like a parent, expecting him or her to understand your needs through intuition. Use negative feedback to work toward a higher standard. Ongoing difficulties may signal a need for assistance from EAS to help you consider how to improve your relationship.

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